

**AIRPORTS AIRSIDE / LANDSIDE SUPERINTENDENT**

*Class Definition*

Under general direction, plans, organizes and supervises the activities of personnel engaged in airport airside and landside operations and/or maintenance of facilities and airfields in the Airport Division.

*Distinguishing Characteristics*

Airport Airside/Landside Superintendent is responsible for the day-to-day administration and operation of the airside and/or landside components of the Operations Section reporting directly to the Airports Operations Manager. Incumbents use independent judgement to assign, supervise, inspect, and evaluate the work of various crews, including contract work and/or skilled trades work in the upkeep of Fresno Yosemite International Airport and the Fresno Chandler Downtown Airport. This class differs from the Airports Operations Manager in that the latter has responsibility for the overall management of the Airports Operations Division. This class differs from the Airports Maintenance Supervisor in that the latter has first-line supervisory responsibility for a section within the Airports Operations Division.

*Typical Tasks*

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect essential functions or cover all duties which may be assigned for this class.)

Oversees airside/landside maintenance and repair programs for the Airports Division.

Gives direction to other City of Fresno departments on required airside/landside repair and maintenance.

Participates in the initiation of construction programs, coordinates and serves as primary liaison with all contractors working on the airport.

Conducts inspections of buildings and airfields.

Oversees the repair and alteration of airport facilities to assure compliance with Federal, State, and local requirements.

Notifies air crew, airport tenants, and appropriate federal agencies of airport conditions by issuance of Notices to Airmen (NOTAMS).

Authorizes openings and closures of aircraft operations areas, runways, and taxiways.

Maintains communications and liaison with the FAA Air Traffic Control and FAA Facilities Support Branches.

Serves as Airport liaison with the California Air and Army National Guard for matters pertaining to airfield maintenance and safety.

Maintains personnel training, safety, daily runway inspection, and other records as required.

Administers Division Injury Prevention Program.

Reports personnel, maintenance and supply needs for planning and budgeting purposes, including fact finding for the purpose of purchasing airfield and facilities related equipment.

Evaluates the work of subordinate employees.

Enforces rules, regulations, and procedures pertinent to airport activities.

Acts as the Airport Operations Manager in his or her absence.

Performs related duties as required.

*Knowledge, Abilities, and Skills*

Knowledge of the State and Federal Airport safety, operations and maintenance regulations.

Knowledge of FAA Federal Aviation Regulations (FARs) and Advisory Circulars pertaining to airports, aircraft, aids-to-navigation, aviation safety, and aviation related material, including FARs 139 and 107.

Knowledge of the materials, equipment, methods, and practices of airport facilities and airfield maintenance and repair.

Knowledge of budget practices and reporting procedures.

Ability to plan, supervise, and instruct subordinates in the techniques of airside/ landside operations and maintenance.

Ability to establish and maintain effective working relationships with employees, public officials, aircraft operators, tenants, and subtenant, contractors, and the general public.

Ability to read and interpret Engineering Plans and Specifications and provide comments upon plans as required.

Ability to develop, coordinate, and implement programs as assigned.

*Minimum Qualifications*

Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business Administration, Airport Management or a closely related field, and three years of progressive experience in airside/landside maintenance and/or commercial building maintenance performing electrical, plumbing, mechanical, painting or carpentry repairs, two years of which included supervisory work experience. Additional qualifying experience may be substituted for the education on a year-for-year basis. Five years progressive experience at a Federal Aviation Administration FAR 139 certificated airport and accreditation from the American Association of Airport Executives (AAAE) are desirable.

*Necessary Special Requirements*

Must successfully complete a background review of employment and criminal history covering the past ten years as mandated by Federal Aviation Regulation Part 107.31 for issuance of the required Airport Security Badge.

Possession of a valid California Driver's License will be required within 30 days of appointment. A valid Class B California Driver's License may be required within 90 days of appointment and maintained for the entire term of employment in this class.

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
Director

SE:NK:CH:07/02/01